



ACH Electronic Debit (Withdrawal) Authorization

Troop # _____ Service Unit Name: _____

This form is to be used by Girl Scouts of Minnesota and Wisconsin River Valleys (GSRV) troops for processing ACH (Automated Clearing House) debits (withdrawals) from their troop's bank account to River Valleys' Wells Fargo council account for the 2014-2015 Product Program season.

Troop acknowledges and agrees to:

1. Return a completed copy of this form (one per troop) to GSRV by:
 - a. **October 15 for troops participating in Snacks + Magazines** and by
 - b. **December 15 for troops participating in the Cookie Program**Only **ONE** form needs to be submitted if you are participating in both programs.
This form is available as a fillable PDF that can be completed, saved and mailed, or saved and emailed to the address below.
2. Read and understand thoroughly the ACH procedures. This information can be found in the ACH Frequently Asked Questions (FAQ) document, the 2014 Troop Guide for Snacks + Magazines, and the 2015 Troop Cookie Manager Guidebook, all of which can be found on GSRV's website.
3. Enter troop bank account information into:
 - a. **nut-E by November 5** and into
 - b. **eBudde by February 1**Account information needs to be entered into BOTH systems.
4. Deposit sufficient funds to cover the ACH debits (withdrawals) at least three days before the deadlines.
 - a. GSRV will debit (withdraw) from the troop's entered bank account according to procedures outlined in the FAQ document, Troop Guide, and Troop Cookie Manager Guidebook.
5. Abide by the debit (withdrawal) key dates and Product/Money Problem Report handling policies listed in the FAQ document, Troop Guide, and Troop Cookie Manager Guidebook.
6. Authorize GSRV to repeat any debits (withdrawals) that fail for any reason and be responsible for any insufficient funds bank fees related to the ACH debits (withdrawals).
7. Inform GSRV if the entered bank account is no longer valid or has changed.

Printed Name: _____

Position with in troop: _____

Phone: _____ Email: _____

Return to: Becky Rettler, 400 Robert Street So., St. Paul, MN 55107 or
email to becky.rettler@girlscoutsrv.org